

**THE VIRGINIA BOARD OF SOCIAL WORK  
MINUTES  
FRIDAY, October 25, 2013**

The Virginia Board of Social Work ("Board") meeting convened at 10:14 a.m. on Friday, October 25, 2013 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Susan Horne-Quatannens, Chair called the meeting to order.

**BOARD MEMBERS PRESENT:** Jennifer Blosser  
Susan Horne-Quatannens, Chair  
Arthur Mayer  
John Salay  
Nettie Simon-Owens  
Bernadette Winters

**BOARD MEMBERS ABSENT:** Yvonne Haynes  
Joseph Walsh  
Kristi Wooten

**DHP STAFF PRESENT:** Catherine Chappell, Executive Director  
Sarah Georgen – Licensing Manager  
Patricia Larimer – Deputy Executive Director, Discipline  
Arne Owens, DHP Deputy Director  
Dianne Reynolds-Cane, DHP Director  
Elaine Yeatts, Senior Policy Analyst

**BOARD COUNSEL:** Allyson Tysinger, Senior Assistant Attorney General

**ESTABLISHMENT OF  
A QUORUM:** With six members of the Board present, a quorum was established.

**ORDERING OF AGENDA**

Ms. Chappell requested that the agenda be amended to add a discussion of a proposed guidance document relating to the impact of criminal convictions, impairment, and past history on Social Work licensure in Virginia to New Business. The agenda was accepted as amended.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Upon a motion by Dr. Simon-Owens and properly seconded by Dr. Winters, the Board voted to accept the minutes of July 19, 2013 Board meeting. The motion was passed unanimously.

## **DIRECTOR'S REPORT**

Dianne Reynolds-Cane, M.D., Director of the Department of Health Professions (DHP) reported that the state plan to reduce prescription drug abuse was submitted to the National Governors Association (NGA) on August 30, 2013.

She added that Virginia is also working with the NGA to expedite licensure for veterans in healthcare professions and is particularly supportive of practical nurses, emergency medical technicians and physical therapy professionals which have an outstanding need for specialists in those fields.

She announced that legislative proposals for the 2014 General Assembly have been submitted to the Governor's office and DHP is currently awaiting a response.

Additionally, Dr. Reynolds-Cane provided a brief statement on the survey report which will be implemented into the 2014 renewals of licensees at DHP. She noted that she will present the findings of the survey to the Senate Health and Human Resources (HHR) subcommittee upon completion.

## **REGULATORY/LEGISLATIVE UPDATE**

Ms. Yeatts announced that the proposed regulations made in accordance with the regulatory reform initiative became effective on September 26, 2013. The new set of regulations also incorporated regulations which clarified endorsement and active practice requirements.

She reported that proposed regulations to consider an increase in fees and a change from biennial to annual renewal continue to await approval from the Governor's office. Ms. Yeatts added that the Board's typical budget shortfall due to biennial renewals has been the motivating factor for these regulation changes.

Several Board members had questions on the budget shortfall and Ms. Yeatts provided a brief overview of DHP's process for budget projections.

## **EXECUTIVE DIRECTOR'S REPORT**

Ms. Chappell thanked the Board members for their continued support and attendance at meetings. She stated that attendance was critical to ensure that a quorum be established so that decisions can be rendered. Three members were unable to attend the meeting, so with six members in attendance, a quorum was established. Each Board member held a key role on the Board and while each had one vote, the Board spoke as one with respect to decisions.

She reminded them that there had been two sets of approved regulations since the last Board meeting. She commented that these changes have a potential to lessen the burden on applicants and noted that these changes have positively impacted the pending applications and have led to many approvals.

Since the last meeting, Ms. Chappell reported that staff had developed a clinical course of study verification form which is now in circulation. She said that the development of this form has allowed the Board to scale back the use of contracted credentials reviewers because the education was now being

evaluated by the graduate program itself. She reported that at the last Board meeting, there were several appeals pending and approximately 76 application files that were deferred because of the anticipated changes in regulations. She reported that staff has been able to resolve the appeals and resolved all but 20 files, predominately because the applicants have not followed up with their schools on the verification form.

Ms. Chappell reported on staff's continued outreach efforts to the Board's stakeholders, applicants and professional organizations with the goal of educating them on supervision and licensing requirements, which included a recent presentation to VCU students on October 21, 2013. She noted that students seemed concerned about their ability to find jobs after graduation which could offer an opportunity to provide assessment, diagnosis, and therapy services while under supervision. She encouraged the students to seek out opportunities to obtain clinical social work experiences as part of their employment.

Ms. Chappell distributed a report of the Board's finances for the past quarter in an effort to provide transparency and for Board member information. As of September 30, 2013, the ending cash balance was \$333,731 and sufficient cash flow existed. Typically, with renewals taking place every two years, the Board usually has a cash shortfall, which is an ongoing trend during the 18<sup>th</sup> month of each renewal cycle for the Board. As previously discussed by Ms. Yeatts, the proposed fee increase and change to annual renewals would potentially alleviate the anticipated shortfall during each renewal cycle, but those regulations await review in the Governor's office.

Ms. Chappell announced that Board counsel, Howard Casway, has been out on approved leave for several months and advised that he will retire from state services effective January 1, 2014. She recognized him for his many years of contribution and guidance to the Behavioral Sciences Boards and added that Allyson Tysinger, Senior Assistant Attorney General and her staff would be helping the Board in the interim.

## **DISCIPLINE DEPUTY EXECUTIVE DIRECTOR'S REPORT**

Ms. Larimer stated that there were 51 open, active cases for the Board of Social Work. Out of those 51 cases, nine (9) cases were being investigated by the Enforcement Division; four (4) cases were with the Administrative Proceedings Division to draft disciplinary documents; eight (8) cases were at the informal conference stage; two (2) cases were to be scheduled for formal hearings; and 25 cases were at Board level. She reported that 17 of the 25 cases had been recently reviewed by Board members and she was processing them for closure or sending them to the Administrative Proceedings Division for disciplinary documents.

In addition, she reported that the Board was following four (4) licensees to ensure that they are in compliance with their Board Orders. She noted that all of these licensees, except one, have been compliant. The licensee who was not in compliance had an informal conference on October 23, 2013 and the Board offered her a Consent Order for revocation.

Ms. Horne-Quatannens requested to receive continued feedback at future meetings regarding the compliance of disciplinary cases with terms.

Ms. Chappell added that Ms. Larimer was developing a log of historical case decisions which would aid the Board in making consistent determinations regarding disciplinary cases. She also noted that the agency case closure time was 250 days and staff was cognizant of agency standards and continued to strive to reach this goal with each open case.

Ms. Chappell stated that Ms. Larimer was also working on the 2013 continuing education audit and requested that Ms. Larimer provide the results of the audit at the next Board meeting.

## **BOARD STAFF UPDATE**

Ms. Georgen reported that there were approximately 230 pending applications. Staff attempts to stay in email contact with each applicant regarding their file and routinely emails or calls applicants to remind them of their incomplete pending applications. She reported that contacting the applicant regularly promoted a faster turnaround time and said that the agency policy was to keep applications pending for one year from the date that it was submitted.

She noted that there were approximately 20 applications in queue to be evaluated by the contracted Credentials Reviewer. She reported that over 785 applications for supervision and licensure had been approved since January 1, 2013 and that approximately 175 applications had been deferred due to education and/or experience concerns. She noted that a deferral status provided an opportunity for additional information to be submitted so that a determination could be made. Many of the deferred applications were later approved.

She reported that at the last Board meeting, the Board requested that staff create a question and answer section on the website relating to the title protection law which became effective on July 1, 2013. She noted that these FAQs have been added to the website.

Ms. Georgen said that there were 253 approved files that have not yet passed the bachelors or clinical examination and there have been over 250 attempts to take the examination by applicants this year.

She reported that the Board is responsible for 5,981 licensees and 1,539 active and approved registrations towards licensure. Board staff licensed 158 new licensees since the last Board meeting and approved 207 applications for Registration of Supervision.

After each applicant is licensed, an applicant satisfaction survey is sent to the licensee. Ms. Georgen was pleased to announce that the approval rating for the Board ending on June 30, 2013 was 94.9% which was a 9.2% increase from the same time last year.

She mentioned that the Board has been using online applications for almost a year and there has been a smooth transition from paper to online applications. Board staff continues to have a reasonable demand for paper applications, but staff hopes that the incentive of checking an application status online will encourage more applicants to use the online system.

Ms. Georgen stated that the Department of Health Professions (DHP) was recently notified by the Department of Accounts of an update to the Meals and Incidental Travel Expenses (M&IE) which became effective on October 1, 2013. She noted that the lodging rate would remain the same if a Board

member stayed overnight in a hotel; however the M&IE amounts had decreased and may affect future travel reimbursement amounts.

As a reminder, Ms. Georgen reiterated the 2014 Board meeting schedule to ensure a quorum at future meetings. The following dates were scheduled for 2014: January 24, April 25, July 18, and October 24.

## **CREDENTIALS COMMITTEE**

Ms. Blosser reported that at the Credentials Committee meeting on July 19, 2013, the Committee considered 15 supervision, licensure and training requests. She noted that files are referred by the Credentials Reviewer to the Committee for evaluation when the Reviewer is unable to render a decision. The files sent to the Committee represent a small percentage of the applications that are processed each quarter.

Ms. Blosser shared the following Committee decisions with the Board:

- Four (4) applications were denied due to education concerns;
- One (1) application was denied due to education, supervision and possible standards of practice concerns;
- Three (3) applications were denied due to supervision concerns;
- One (1) application was denied due to documentation and supervision concerns;
- One (1) application was denied due to out-of-state licensure not in good standing;
- Five (5) applications were approved for supervision and/or licensure.

She reported that the Credentials Committee met prior to the Board meeting to discuss 25 applications for supervision and licensure. She said that the results of the meeting will be reported at the next Board meeting.

Ms. Chappell added that a discussion of possible process change in relation to the Credentials Committee would occur under New Business.

## **BOARD OF HEALTH PROFESSIONS REPORT**

In Ms. Haynes' absence, Ms. Chappell provided the following report to the Board members:

In response to the Secretary of Health and Human Services request in 2011 for assistance in addressing health reform issues, the Virginia Health Reform Initiative Advisory Council proposed that health workforce capacity be increased to ensure that all Virginian's have access to affordable and high quality health care.

As a result, the Board of Health Professions reviews have been focusing on the scope of practice restrictions of non-physician professions that may impede the development of effective team delivery approaches. Earlier reviews by the Board have respectively addressed Nurse Practitioners (2011-2012) and Pharmacists (2012-2013). Currently, the Board is examining available information related to team delivery models in which Pharmacy Technicians play a role.

This task has been assigned to the Regulatory Research Committee. With invited input from experts, member Boards and public and private stakeholders, this review aims to identify barriers to safe healthcare access and effective team practice that may exist due to current scope of practice limitations. The goal is not to replace Pharmacists with Pharmacy Technicians but to determine how Pharmacy Technicians may develop in ways that will enable their ability to ease the impending burden on Pharmacists from increased demands, and better ensure access to healthcare through strengthened health professional teams.

## **EDUCATION FORUM PARTICIPATION**

Dr. Winters provided a brief overview of a recent educational summit that she attended on behalf of the Board which was organized by the National Association of Social Workers (NASW). She reported that the Council of Social Work Education (CSWE) and the Association of Social Work Boards (ASWB) were also in attendance. The main focus of the meeting was to have an open discussion regarding the doctoral programs for Social Workers in relation to the workforce. She indicated that there was no resolution to the meeting, but looked forward to future discussions.

## **NEW BUSINESS**

Ms. Horne-Quatannens asked Ms. Yeatts to present several proposed guidance documents for the Board's review. The documents had been developed as a result of staff's discussions with other DHP leaders and Board counsel relating to "best practices" to ensure consistency of actions.

Ms. Yeatts presented a proposed guidance document on Delegation to the Executive Director and Board Staff which detailed administrative duties and decisions to be rendered by staff. Upon a motion by Dr. Simon-Owens and properly seconded by Mr. Salay, the Board voted to accept the guidance document as written. The motion passed unanimously.

Ms. Yeatts presented revised Social Work By-Laws for consideration. Ms. Yeatts proposed that the Board include the guidance document on Delegation to the Executive Director and Board Staff to the Guidance Document By-Laws 140-7. The revised document also clarified committee structure and clearly defined committee roles and responsibilities. Upon a motion by Dr. Winters and properly seconded by Mr. Salay, the Board voted to accept the guidance document as written. The motion passed unanimously.

Ms. Yeatts asked the Board to consider repealing guidance document 140-4.1 as this guidance document was now incorporated into the by-laws. Upon a motion by Dr. Simon-Owens and properly seconded by Mr. Salay, the Board voted to accept the repeal of guidance document 140-4.1. The motion passed unanimously.

Ms. Yeatts asked the Board to consider repealing guidance document 140-6 as this guidance document was no longer accurate due to the recent regulation changes effective September 26, 2013. Upon a motion by Ms. Blosser and properly seconded by Dr. Simon-Owens, the Board voted to accept the repeal guidance document 140-6. The motion passed unanimously.

Ms. Yeatts presented a proposed guidance document in regards to Technology-Assisted Therapy and the Use of Social Media. The Board members discussed possible changes to the document and upon a motion by Dr. Winters and properly seconded by Mr. Salay, the Board voted to accept guidance document 140-3 as amended. The motion passed unanimously.

Ms. Yeatts presented a proposed guidance document on the Impact of Criminal Convictions, Impairment, and Past History on Social Work licensure in Virginia. Upon a motion by Ms. Blosser and properly seconded by Mr. Mayer, the Board voted to accept guidance document 140-2 as written. The motion was passed unanimously, with one member (Dr. Simon-Owens) abstaining.

## **BREAK**

The Board took a recess at 12:25 p.m. and reconvened at 12:35 p.m.

## **OLD BUSINESS**

Ms. Horne-Quatannens requested that the Board continue to examine workforce issues with the goal of a summit meeting in 2014. She offered her understanding of the term “workforce” as relating to newly graduated or licensed practitioners entering the social work profession. She suggested that an ad hoc committee be organized to propose possible topics of discussion at the summit. Dr. Winters volunteered to facilitate the ad hoc meeting and Mr. Salay, Ms. Horne-Quatannens, and Ms. Blosser offered to participate in the meeting. Ms. Chappell indicated that she would contact the absentee Board members to inquire about participation, as well.

Suggestion was made that Ms. Chappell contact the ASWB to request their presence at the summit to discuss workforce concerns. Ms. Chappell suggested that Dr. Elizabeth Carter, Director of DHP Healthcare Workforce Data Center also present data on recent workforce surveys conducted by DHP.

Dr. Winters indicated that she will follow-up with the Board members who wish to participate to determine a date for the meeting.

## **EXECUTIVE SESSION**

Dr. Winters moved that the Board of Social Work convene in closed meeting pursuant to §2.2-3711(A) (27) of the Code of Virginia in order to consider the recommended decisions from the Credentials IFC Committee. She further moved that Catherine Chappell, Patricia Larimer, and Sarah Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and they would aid the Board in its consideration of the matters. The motion was seconded by Ms. Blosser and carried.

### **Reconvene:**

Dr. Winters moved that pursuant to §2.2-3712 of the Code of Virginia, that the Board heard, discussed, or considered only those public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as identified in the original motion. The Committee agreed unanimously.

Trakesha Jones: The IFC Credentials Committee concluded that Trakesha Jones, LCSW applicant, failed to satisfy the requirements of 18VAC140-20-50(A)(1) and (A)(2) of the Regulations and

recommended that her application by examination be denied. Ms. Blosser made a motion to accept the recommendation as presented. The motion was seconded by Mr. Mayer and carried unanimously.

Racquelle Ward-Grant: The IFC Credentials Committee concluded that Racquelle Ward-Grant, LCSW applicant, failed to satisfy the requirements of 18VAC140-20-10 and 18VAC140-20-50 of the Regulations and recommended that her application by examination be denied. Dr. Simon-Owens made a motion to accept the recommendation as presented. The motion was seconded by Mr. Salay and carried unanimously.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:08 p.m.

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Susan Horne-Quatannens, Chair

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Catherine Chappell, Executive Director